

Addendum No. 1 to RFP 15-51



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: All Parties on Record with the City of Somerville as Holding RFP 15-51,
Environmental Consulting Services – Brownfields Assessment

From: Michael Richards, Procurement Analyst

Date: December 10th, 2014

Re: Change deadline for submissions, answer questions, append price forms

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Please acknowledge receipt of this Addendum by signing below and including this page in your non-technical proposal package. Failure to do so may subject the proposer to disqualification.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

Please acknowledge receipt of any and all Addendums (if applicable) by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

ACKNOWLEDGEMENT OF ADDENDUMS:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

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1. Deadline for Submission

As a result of the high volume of questions received and the effect on technical proposals that the answers to these questions may have, the deadline for submissions has been extended by three days. The deadline to submit proposals is now **December 18th, 2014 at 11:00am**. All proposals must be submitted to the Purchasing Department at 93 Highland Avenue Somerville, MA 02143 by this time.

2. Questions and Answers

- On page 2 of the RFP, a “Prevailing Wage Compliance Form” is listed as a requirement under the Non-Price Proposal. However, that form is not included in the RFP materials. Additionally, on page 14 in the “Required Submissions” list, Prevailing Wage Compliance Form is not included in the list. Is the Prevailing Wage Compliance Form required for this submittal?

Prevailing Wage will not be required for this bid. All references to Prevailing Wages are not applicable.

- Several forms are listed as being required in our response to the RFP. Some of these forms do not appear in the RFP including: Acknowledgement of Addenda (if applicable and no-price related) (see page 1) and Price Summary Page (see page 1). Is this a standard form, or are you looking for bidders to develop?

The Acknowledgement of Addenda will be a required form in your submission, included in this document.

An amended Price Summary form is included in this addendum as Item 3 and is to be included in your price proposal in a sealed envelope separate from your non-price proposal. The Price Summary form included here supersedes all other instructions on regarding price page format.

We are asking bidders to develop their own budget. The tasks contained herein outline the expected work, per the EPA grant. The RFP and grant includes a specific amount of funds to use to that end, so they should respond to us indicating how the money will be used to achieve work we’re looking to have done.

- Will the City of Somerville be contracting with one or more firms for this assignment?
One contract will be awarded as a result of this RFP.
- Somerville has received Brownfield Assessment Grants in 1997, 2005, and 2010. Which firm(s) has the City of Somerville contracted with in the past for these services on the three previous grants?
The City has contracted with Environmental Compliance Services (ECS) and TRC Solutions on these services.
- Is the Quality Requirements Form correct? It references “Emergency Remediation Services” and “performing Immediate Response Actions”.
The first Quality Requirement should read “Five (5) years or more of experience in providing similar *Environmental* Remediation Services, to municipalities?” No other changes have been made to the Quality Requirements form.
- The proposal states that up to 20 sites will be selected for potential assessment with up to 10 sites designated for Phase I ESAs and up to 10 sites designated for Phase II ESAs. Does this suggest that, for the purposes of this proposal, we should assume that some sites designated for Phase II

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ESAs may not also be designated for Phase I ESA? Is this because Phase I ESAs may have been previously completed at these sites?

Yes. It is possible to conduct Phase II ESAs without doing the Phase I. In some cases, the Phase I will have already been completed through a previous assessment effort.

- The RFP states that the price proposal shall be double sided and no more than 10 pages. Does this suggest that the proposal can be a total of 20 pages of text (10 pages front and back)? Likewise, the RFP indicates that the non-price proposal shall not exceed 30 pages in length. It does not specify whether or not these should be double sided. Again, does this suggest a total of up to 60 pages of text (30 double sided pages) or 30 pages of text total? We assume that all pages (covers, table of contents, resumes) are included in the count. Is that assumption correct?

Keep it to 10- pages single sided, 5-pages once double sided. Similarly, 30 pages single-sided, 15-pages once double-sided. Covers, TOC and resumes are included in the count.

- Who holds the current contract and how long have they held it for?

The City has an on-call LSP, ECS, which is funded through a separate grant.

- What is the approximate spend on this project?

Approximately \$392,800 (approximately \$196,400 for petroleum and \$196,400 for hazardous substances) will be available for Brownfields Consultant work at this time, additional funding may be available as the program progresses.

- Do you know the sites that need to be assessed, and if so, what are they?

We are targeting the Inner Belt / Brickbottom area, but this is a city-wide assessment grant from the EPA and sites may be anywhere in the City. We do not have any specific sites identified for assessment, yet. There are more than 500 brownfields in Somerville; more than 100 open sites (e.g. they have not yet been assessed).

- Will you please provide the current pricing for the existing contract?

There is no current, existing contract for these services so no current pricing is available.

3. Price Summary Page

The following pages are to be used as the Price Summary Page and to be included in your non-price proposal. Use the Example Task Schedule attached in Appendix A as a guideline in determining projected goals, project scope, services, and deliverables to determine your total project cost.

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SECTION 4.0 PRICING

The undersigned proposes to supply and deliver the materials and services specified below in full accordance with the Contract Documents supplied by the City of Somerville entitled:

Environmental Consulting Services – Brownfields Assessment RFP 15-51

The Offeror proposes to furnish and deliver the services specified at the following prices that include delivery, the cost of fuel, the cost of labor and all other charges related to successful completion of trips. Prices are to remain the same for the entire contract period.

Include itemized direct, indirect, and subcontract expenses where applicable. Identify additional costs for additional services or materials as necessary. If more space is needed, use the format below.

<u>2014-2017 Total Fixed Fee Project Cost</u>	
<u>Consulting Services - Total Fixed Fee</u>	\$
<u>2014-2017 Hourly Fee Schedule</u>	
Principal / Project Manager	\$
LSP	\$
Title:	\$
Title:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$

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APPENDIX A Example Task Schedule

Task 1: Cooperative Agreement Oversight

Task 1 - Cooperative Agreement Oversight Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)
Obtain QEP and legal services (if necessary): <ul style="list-style-type: none"> • Prepare Request For Proposals/Qualifications, evaluate applications, conduct interviews, hire qualified environmental consultant • Conduct annual performance evaluations on consultant • Obtain legal services for title searches, regulation interpretations, etc. 	Outputs: <ul style="list-style-type: none"> • RFP/RFQ; documentation of meeting of open competition; contract for scope of services • Performance evaluation reports, and applicable corrective actions Outcomes: <ul style="list-style-type: none"> • High quality products and services to meet project needs • Maintain a high level of work effort 	Month/Year or Ongoing
Reporting: <ul style="list-style-type: none"> • Prepare quarterly reports, MBE/WBE semi-annually, and FFR form at the end of the reporting period • Enter site data in ACRES • Prepare final report and grant closeout material 	Outputs: <ul style="list-style-type: none"> • Quarterly reports and other forms; updated ACRES database; final report and closeout forms Outcomes: <ul style="list-style-type: none"> • Regular communication of project status and next steps; current database for congressional reporting 	Quarterly reports every quarter; MBE/WBE forms 3/30 & 9/30; ACRES updated when site activities occur
Records: <ul style="list-style-type: none"> • Maintain grant files • Maintain site project files • Maintain financial records 	Outputs: <ul style="list-style-type: none"> • Accurate and complete files suitable for audit purposes Outcomes: <ul style="list-style-type: none"> • High quality project records reflective of the work performed 	Continuously throughout grant period
Requests for Reimbursements or Advances	Outputs: <ul style="list-style-type: none"> • Forms submitted to Las Vegas for payment Outcomes: <ul style="list-style-type: none"> • Reduce unliquidated obligations 	Continuously throughout grant period
Training: <ul style="list-style-type: none"> • Attend EPA Brownfields Conferences and other related workshops 	Outputs: <ul style="list-style-type: none"> • Attend Brownfields conference Outcomes: <ul style="list-style-type: none"> • Improve Brownfields knowledge and expand networking opportunities 	2015

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EXAMPLE Task 2: Community Outreach

Task 2 – Community Outreach Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)
<ul style="list-style-type: none"> Establish Brownfields steering committee Ensure that commitments made by CBOs in proposal are implemented. 	<p>Outputs:</p> <ul style="list-style-type: none"> Bi-monthly meetings, meeting agendas, attendance lists and meeting notes Commitments from CBOs <p>Outcomes:</p> <ul style="list-style-type: none"> An active and motivated workgroup driving Brownfields initiatives 	Nov 2014 committee established, ongoing
<p>Develop Marketing Materials:</p> <ul style="list-style-type: none"> Create brochure targeting private & public property owners, lenders and developers Create FAQ fact sheet Update website 	<p>Outputs:</p> <ul style="list-style-type: none"> 100 Color brochures; 100 FAQ insert(s); 1 easy to navigate and attractive website <p>Outcomes:</p> <ul style="list-style-type: none"> Up-to-date marketing tools to promote project work and disseminate information 	Jan 2015
<p>Implement outreach strategy in target areas:</p> <ul style="list-style-type: none"> Meet w/ local community organizations and/or attend local town selectman meetings Publish program info in local papers and post notices in town halls & community centers 	<p>Outputs:</p> <ul style="list-style-type: none"> Give BF presentations at # meetings, minimum 10 rounds of ads/postings in local target areas <p>Outcomes:</p> <ul style="list-style-type: none"> Improve community knowledge on BF issues and identify potential BF sites 	Jan 2015, ongoing throughout grant period
<p>Hold local public meeting on Phase II sites:</p> <ul style="list-style-type: none"> Discuss Phase II results, and potential cleanup and redevelopment plans 	<p>Outputs:</p> <ul style="list-style-type: none"> Minimum of quarterly local public meeting, presentation materials, attendance lists <p>Outcomes:</p> <ul style="list-style-type: none"> Encourage public participation and support of BF project(s) going forward 	Upon Phase II completion throughout grant period

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EXAMPLE Task 3: Identify Sites and Prioritize

Task 3 - Identify Sites and Prioritize Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)
Site inventory: <ul style="list-style-type: none"> • Gather recognized and potential brownfields sites in target areas • Enter sites on GIS mapping tool 	Outputs: <ul style="list-style-type: none"> • GIS map of potential BF sites Outcomes: <ul style="list-style-type: none"> • Graphical capturing of BF sites for planning and marketing work 	Oct 2014, ongoing
Site prioritization and eligibility determination: <ul style="list-style-type: none"> • Convene steering committee meeting to rank and prioritize sites • Choose initial sites for Phase I investigation • Evaluate site access issues • For each selected site, provide site eligibility information to EPA (or state) for review • Obtain EPA (or state) approval for Phase I 	Outputs: <ul style="list-style-type: none"> • Planning meetings; 30 eligible sites identified in initial inventory search • Estimate # additional eligible sites identified during remainder of grant Outcomes: <ul style="list-style-type: none"> • # brownfields sites identified with the highest redevelopment and community benefit potential in target area(s) 	Oct 2014, ongoing
Area-Wide Planning: <ul style="list-style-type: none"> • Identify a brownfield-impacted area (neighborhood, district, city block, etc.) • Develop strategies for the reuse of existing infrastructure in the area 	Outputs: <ul style="list-style-type: none"> • Produce an area-wide plan for the brownfield impacted area • Create a set of area-wide strategies for assessment, cleanup and reuse measures Outcomes: <ul style="list-style-type: none"> • Future uses of at least 30 properties in the area wide plan have been identified • Next steps to implement the plan have been identified 	Nov 2014 – March 2015

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Example Task Schedule

EXAMPLE Task 4: Phase I & II Assessment Activities

Task 4 – Phase I & II Assessment Activities Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)
Phase I investigations: <ul style="list-style-type: none"> • Conduct planning meeting with consultant to discuss approved sites • Consultant obtains access agreement and performs Phase I investigation • Consultant submits draft Phase I report to project team members • Team reviews/comments on draft Phase I • Consultant submits final Phase I report to project team members 	Outputs: <ul style="list-style-type: none"> • Planning meetings • 10 Phase I Report • updated ACRES database Outcomes: <ul style="list-style-type: none"> • 10 High potential Brownfields site assessed through Phase I • Total acres assessed through Phase I 	Beginning April 2015, then ongoing every 2-3 months for each new Phase I
Phase II preparation: <ul style="list-style-type: none"> • Meet with steering committee to review Phase I results and project direction • Obtain EPA approval to proceed with Phase II • Meet with consultant to Plan Phase II • Encourage consultant to maximize efficiencies and minimize negative impacts of site assessments by incorporating green and sustainable remediation (GSR) techniques that are applicable to Phase II assessment activities • Consultant submits EPA approved generic QAPP w/ updated organization chart 	Outputs: <ul style="list-style-type: none"> • Project planning meetings • 1 approved generic QAPP • 10 sites approved for Phase II investigation Outcomes: <ul style="list-style-type: none"> • 10 high priority sites identified for further investigation and potential redevelopment 	Beginning Aug 2015, new Phase II every 3-4 months
Phase II investigation: <ul style="list-style-type: none"> • Consultant submits draft site-specific QAPP addendum to project team for review and comments • EPA/state approval is obtained and consultant submits final site-specific QAPP addendum to team • Consultant performs field work according to plan • Grantee monitors site work and communicates any concerns with EPA/state • Grantee tracks green and sustainable site assessment efforts used during Phase II investigations • Consultant submits draft Phase II report to project team for review and comments • Consultant submits final Phase II report to project team • Project team & steering committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination 	Outputs: <ul style="list-style-type: none"> • 10 approved site-specific QAPP Addenda (delineating extent of site contamination on 1 Brownfield site) • Phase II report(s) documenting the results • Updated ACRES database • Green and sustainable efforts reported in quarterly reporting Outcomes: <ul style="list-style-type: none"> • 10 high priority sites with complete Phase II assessments that and ready for cleanup and reuse planning • Total acres assessed through Phase II • Greener and more sustainable site assessment techniques utilized 	Beginning Oct 2015, new Phase II every 3-4 months

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EXAMPLE Task 5: Remedial Planning

Task 5 – Remedial Planning Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)
Cleanup & reuse planning: <ul style="list-style-type: none">• Throughout Phase II process, strategize with steering committee on reuse plans for the site• Conduct marketing to leverage developer/lender interest in the property• Meet with consultant to develop draft cleanup alternatives and remediation plans for the site• Incorporate GSR principles/techniques into Analysis of Brownfields Cleanup Alternatives (ABCA)• Perform public outreach and involvement in cleanup and reuse planning	Outputs: <ul style="list-style-type: none">• 5 or more internal cleanup and reuse planning meeting(s)• 6 draft cleanup alternatives plan• 6 draft remedial action plan• GSR language in ABCA• Updated ACRES database• 1 public meeting on project results• Potential for developer / lender workshop and transaction forum Outcomes: <ul style="list-style-type: none">• 6 properties assessed through cleanup and reuse planning, and ready for cleanup and redevelopment• Acres ready for cleanup & redevelopment• Greener and more sustainable plans for cleanup	Jan 2016 – 2017, ongoing after each Phase II is completed